



Village of Willowbrook

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Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD TUESDAY, NOVEMBER 6, 2012 AT 7:00PM AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, DU PAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES
 - A. October 2, 2012
4. REPORTS
 - A. Park News In Brief
5. OLD BUSINESS
 - A. Master Plan Update
 - B. Fall Programming – tree lighting
 - C. Holiday Party
6. NEW BUSINESS
 - A. 2013/2014 Budget
7. CORRESPONDENCE/COMMUNICATIONS
8. VISITOR'S BUSINESS – (Public comment is limited to three minutes per person and only those items that are on the agenda.)
9. ADJOURNMENT



"A Place of American History"

MINUTES OF THE SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION HELD ON TUESDAY, OCTOBER 2, 2012, AT THE WILLOWBROOK VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:00 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Ronald Kanaverskis, Laurie Landsman, and Doug Stetina.

ABSENT: Commissioner Rene Schuurman. At time of Roll Call, Commissioners Carol Lazarski and Ramona Weigus.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – SEPTEMBER 18, 2012

The Commission reviewed the September 18, 2012 minutes.

MOTION: A Motion was made by Commissioner Stetina seconded by Commissioner Landsman to approve the September 18, 2012 minutes as presented.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, and Stetina. NAYS: None. ABSENT: Commissioners Lazarski, Schuurman and Weigus.

MOTION DECLARED CARRIED

4. REPORTS

Park News in Brief

Fall Programming

Superintendent Violante stated fall programs have begun with the most popular programs being Yoga, Pilates, Sensible Fitness, and Computers for Seniors. There are approximately 20 people on the waiting list for the senior computer program. There will be a small charge for the next session of computers to cover the costs of hiring an assistant.

Superintendent Violante stated that she will be disseminating a flyer to Gower and Maercker School Districts about the upcoming Pumpkin Fest event at Gower Elementary. The party will be held on Friday, October 26. Superintendent Violante asked if any of the commissioners are

available to volunteer at this event on Friday, October 26. Commissioner Landsman is available and Commissioner Lazarski will get back to Superintendent Violante on her availability.

Field Permits

Superintendent Violante stated that she has received permits from AYSO, BRW, Orland Park Sparks travelling softball team, and Our Lady of Peace for use of Midway and Borse Parks.

Park Vandalism

Superintendent Violante stated there has been graffiti sprayed on playground equipment at Prairie Trail Park. Toilet paper holders have been damaged in the male restroom at Community Park. Aluminum soccer goal anchors have been taken from Midway Park. Superintendent Violante stated she has contacted the organizations with fall, weekend permits at Borse and Midway about the damage since most of the vandalism around Borse Park has occurred when those groups are there. The security deposit is currently waived for these groups, but may be reinstated if the vandalism continues. These groups are having their supervisors and coaches monitor the Community Park restrooms more often while their groups are utilizing the park fields.

Superintendent Violante also stated that they are now chaining the anchors to the soccer goals. AYSO will be paying for the replacement of some of the missing anchors since they utilize the goals on Saturdays.

***Commissioner Carol Lazarski arrived at 7:06 p.m.

Superintendent Violante stated that the ponds at Willow Ponds and Prairie Trail have recently been stocked with largemouth bass. Chairman Cobb asked if the pond water levels were ok. Superintendent Violante stated that they are a little low; however, test results have all come back positive.

5. OLD BUSINESS

A. Master Plan

Todd Stanton, Design Perspectives, reviewed the master plan schedule and survey. Mr. Stanton stated that the survey is the most important aspect of the master plan.

***Commissioner Ramona Weigus arrived at 7:09 p.m.

Mr. Stanton stated that the survey should be mailed out early next week. The normal turnaround time for the responses is approximately three (3) weeks. Superintendent Violante asked if the survey will be available on-line. Mr. Stanton stated that after the random sample has been completed, copies of the survey will be available at the front counter and as well as a general link posted on the Village's website. These data sets will be kept separate from the random sample for comparison. Chairman Cobb questioned what the target response number

is. Mr. Stanton stated that the goal of surveys returned is 400: 200 through the mail, 100 by phone, and 100 by email.

Mr. Stanton stated that the survey question pertaining to the need for indoor recreation space was left generic so it does not lead residents into thinking a recreation center will be built. Mr. Stanton stated the reference of indoor recreation space could also refer to an empty storefront utilized for recreation space. Mr. Stanton stated that he has to justify the need for recreation space before there can be a more specific question pertaining to a specific recreation center. Chairman Cobb stated that Question #8 should have the word "additional" placed before "indoor recreation space" and have a list of examples of those types of rooms that could be available.

Commissioner Landsman requested a question be added in reference to if the Village were able to secure a grant for partial funding of a project, would the citizens support it. Mr. Stanton stated that the question will be phrased similar to, "Would the citizen support a recreation grant knowing a certain percentage of funds will be required from the Village."

Superintendent Violante requested to review the final survey before it gets mailed. The Commissioners did not feel it necessary to review the final product, as long as Superintendent Violante was able to look it over. Mr. Stanton stated that was not a problem.

Superintendent Violante stated she can place an ad in the Winter/Spring Park Newsletter, requesting volunteers to attend one of three focus group meetings and/or the community-wide meeting. The Commissioners felt these meetings should be held after the holidays.

Commissioner Stetina suggested that a question regarding dogs in the parks be added to the survey. There was consensus from the Commissioners to have a question on this topic included on the survey.

Mr. Stanton stated that he would attend the next Parks meeting with some tentative survey results as well as preliminary feedback from the information he has collected from both the Commission and staff.

Mr. Stanton passed out a survey to the commissioners regarding the Parks Department and the Village. (See attached summaries of the questionnaire and discussion.)

B. Fall Programming

Superintendent Violante stated that she has sent a letter to the Willowbrook/Burr Ridge Kiwanis Club requesting donations for the upcoming Pumpkin Fest event.

She has received approval from Hinsdale Lake Commons mall to have the tree lighting in front of the Fannie May store. She has been in contact with Public Works to decide on the height of the tree as well as to how to best secure it.

Benches have been purchased for Farmingdale Park to be placed near the basketball court. The Garden Club also assisted in planting perennials around the signs at Midway Park and Farmingdale Park.

6. NEW BUSINESS

A. 2012 Special Recreation Tax Levy

Superintendent Violante stated that a tentative proposal will be voted on by the Village Board in November and will go into effect next year. This coming year due to the drop in population, the contribution to Gateway will go from \$37,000 to \$36,000. ADA accommodations will include providing for aides, a fishing day, mulch, and the upgrading of a toilet at Willow Pond. Superintendent Violante also stated that \$7,000 will go towards a handicap accessible playground and \$6,300 for handicap accessible water fountain in Farmingdale Park.

Total amount levied will be \$67,908.00.

Superintendent Violante stated that she is working with the Finance Department to ensure that any money not used in a particular year stay in an SRA fund for future accessible projects.

7. CORRESPONDENCE/COMMUNICATIONS

There was no correspondence.

8. VISITORS' BUSINESS

There was no visitors' business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Stetina to adjourn the meeting at the hour of 8:54 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Kanaverskis, Landsman, Lazarski, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Schuurman.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

November 6, 2012

Chairman

Minutes transcribed by Cindy Stuchl.

Park News for Monthly Report, October 2012

Pumpkin Fest

The Annual Halloween Party held in cooperation with the Gower P.T.O took place on Friday, October 26th at Gower West Elementary School. Approximately 80 – 100 kids played games, had their faces painted, participated in a costume contest, and had their pictures taken by Walgreen's. The Village once again received money from the P.T.O as well as the Willowbrook-Burr Ridge Kiwanis to help offset the costs of taffy apples, refreshments and decorations.

Borse Shelter Project

The roof and fascia replacement on the two Borse Park picnic shelters has been completed. Below please see a picture of the final product.





The following is a summary of the discussions that were generated during the Commission Visioning meeting held on the evening of October 2, 2012.

Core Values

The Village of Willowbrook will fulfill its recreation mission through:

- Commitment
- Responsiveness to Our Community Needs
- Integrity
- Inclusive & Openness
- Innovation to New Programs
- Protection of our Green Space
- Environmental Stewardship

Q1: What **additional programs or activities** do you feel should be offered that are currently not available?

- Wellness screening
- Senior center
- Offer more for kids
- More learning programs; Teach people things
- Short learning programs/training opportunities
- Outdoor ice skating
- Look at Burr Ridge (We partner a lot with them)

Q2: What **new amenities** would you like to see provided?

- Outdoor ice skating
- Fitness centers
- New open space
- Bus for senior trips/kids trips
- Classroom type learning spaces
- Multi-purpose indoor spaces
- Teaching kitchen

Q3: What are the **key issues** to be considered for the future?

See graphic below from Mind Mapping exercise.

Q4: During the next five years, what should the **top priorities (goals)** be?

- More indoor space
- Purchase more green space
- Create a plan backed by solid data and then execute the plan
- Increase programs
- Less dependence on others for programs
- Offer something for everyone
- We are a top destination for parks and recreation in our community

Commission Visioning Workshop Questionnaire			
2-Oct-12			
	YES	NO	
Q1	0	1	Do you feel that the Village is providing adequate recreation opportunities for your community?
Q2	6	0	Do you think that the parks are adequately maintained?
Q3	6	0	Do you think that the parks are safe?
Q4	5	1	Do you feel that the current staff in place runs the Parks & Recreation Department effectively?
Q5	6	0	Do you think that the Parks & Recreation Department is on good terms with other Village departments?
Q6	1	5	Are you comfortable with the financial position of the department?
Q7	3	3	Do you feel now is time for a recreation center project?
Q8	6	0	Would you support user fees to operate a recreation center?
Q9	5	1	Would you support a sales tax to build a recreation center?
Q10	1	5	Do you think the Village is forward thinking in terms of parks and recreation?
Q11	3	2	Do you feel you have adequate and updated policies and procedures in place to operate the department?
Q12	6	0	Do you think residents are leaving the Village and going elsewhere for recreational services?
Q13	6	0	Do you feel the need to increase capital spending to improve the parks?
Q14	6	0	Do you think the department needs to expand recreation programming opportunities?
Q15			What would you like to see come out of this study?
			<i>I would like to see a prioritized list of projects</i>
			<i>More funds for parks & recreation</i>
			<i>I would like to see a program that we can build on as we grow</i>
			<i>I would like to see support from the Village Board and residents in getting a Village Center built to give residents recreational space to hold classes, meetings, etc. I believe the Village needs this.</i>

			<i>Gain a better idea of community needs and give us a better direction and focus. Come up with more innovative ideas and environmental friendly design for the parks.</i>
			<i>That we have a plan that the Village Trustees can put in their budget and we are not passing over projects and never funding them.</i>